



CMS highlights, in 10 minutes or less

Career Management System-Interactive Detailing (CMS-ID)

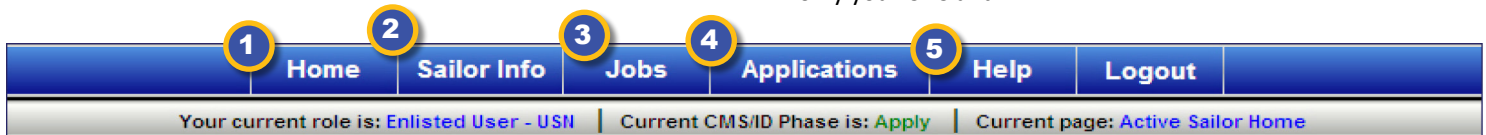
CMS-ID provides the ability to explore future job opportunities, identify career enhancing jobs that meet your professional and personal goals, identify the specific skills and abilities required to perform the jobs you desire, and submit your own job application.

View user support on the **CMS-ID landing page**

- Go to <https://www.cmsid.navy.mil>.
- Link to tutorials and 'how-to' guides.
- View CMS-ID 'status' and the monthly schedule to determine important phases and dates within the detailing cycle.
- Identify sources of support when using the system.

Log in via **CMS-ID using CAC only**

- Go to <https://www.cmsid.navy.mil>.
- When asked to verify your PKI certificate, choose the DoD CA-XX certificate.
- Log in with CMS-ID user name and password.
- Your user name and password are now connected to your CAC. The next time you access the CMS-ID web site, you will need only your CAC and PIN.



Follow the numbers for your quick tour of the Career Management System

1 Home

View your Detailer's name and contact information.

Find a tailored list of available jobs (not all jobs) for your rate and rating: Navy's Top Five Jobs, First Five Jobs Matching Your Preferences, and Incentivized Jobs. Your Current Job Application (s), Job Application(s) for the Previous Cycle, and Current NOSC application(s) are listed, if applicable.

Find additional information via hyperlinks. View job detail and access job application by clicking the "Apply" button beside a job in the list.

Update your CMS-ID User Profile. (On first login you will automatically go to this page.) Select 'View My User Profile'. Enter contact information, if prompted. Click 'Update'. Click 'OK' to acknowledge update message. (The system will send a test email to the address provided.)

2 Sailor Info

Communicate duty preferences and career intentions to your Detailer and Command Career Counselor (CCC). (On first login you will automatically update your preferences after completing your user profile.) You may update this information at any time.

Verify Personnel Detail from your service record that is reviewed by Detailers when making selections. Select 'Sailor Info'. Select 'View My Personnel Detail'. Verify all data is correct and up to date. Pay particular attention to CWAY status, Security Clearance status, Eval/FITREP history, PRIMS data, and Warfare History. If you find discrepancies, contact your Personnel Office or servicing PSD to correct the primary data source (which will then update CMS-ID).

NOTE: 'Personnel Detail' (without name, SSN or gender) is viewable by prospective commands when you apply for jobs.

3 Jobs

Search for potential jobs. Verify rating in 'Communities' list (or select a Closed Loop NEC), verify Pay Grade, then refine search criteria using 'Optional Input' choices, if desired. When ready, click 'Search.'

Click 'Activity Name' to view job details, or click "Apply" to view job details and application form. For a side-by-side job comparison, use the boxes on the left to select desired jobs. Use 'Compute Score' to view "traffic lights" indicating how well you match a prospective job.

Apply for up to five jobs. From either 'Job Comparison' or 'Job Detail,' click 'Proceed to Application', or from the job search list click "Apply" to view job details and application form. Select preference for application, submit AIP bid (if available), enter comments to Detailer, click 'Apply'. Respond to prompts until you receive confirmation of application submission. See your CCC for questions regarding Flags and Gates.

4 Applications

Review status of submitted applications by selecting 'Review/Edit My Job Applications'. IMPORTANT: Current applications may be deleted or modified only during the current CMS-ID Application phase.

5 Help

View FAQs and online tutorials that teach you more about using CMS-ID.

Find sources of support, should you need assistance.

View the current month's schedule.